

Government-wide Purchase Card (GPC) Refresher Training



WELCOME

GPC Program Coordination (IPCPM) Team

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Training Overview

- GPC Refresher training is required for ALL cardholders and billing officials on an annual basis, IAW AFI 64-117, paragraph 4.3.3.3.1
 - Refresher training is designed to review and discuss program policies and walk you through the purchase process when using the Government-wide Purchase Card (GPC)
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What's New

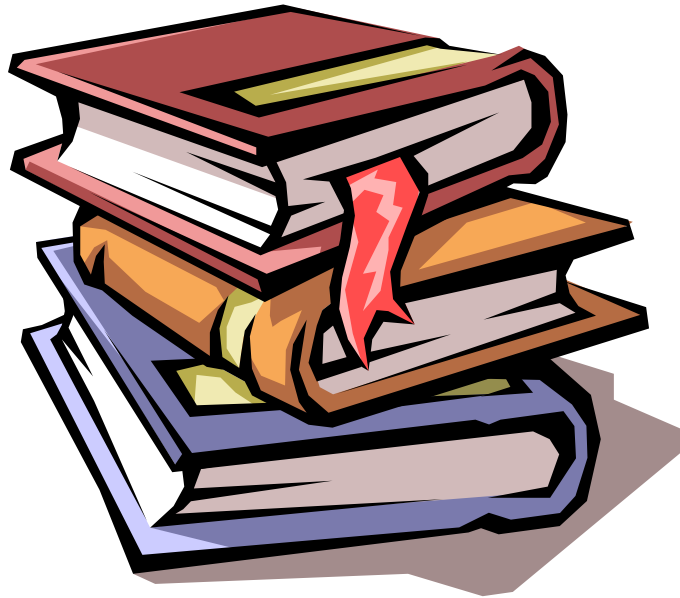
- AFI 64-117, Air Force Government-wide Purchase Card Program, dtd 06 Dec 2002
 - Compliance is mandatory
 - Waivers must be approved by SAF/AQCO
 - Available digitally on AFDPO @ <http://www.afpubs.hq.af.mil>
 - New designation is GPC
 - Recurring vs. Non-recurring Services
 - Cellular Telephones
 - Education and Training
-

Agenda

- Module 1 – Authorized and Unauthorized Use of the GPC
 - Module 2 – Responsibilities and Procedures for GPC Operation
 - Module 3 – Processes & Practical Applications
 - Briefings:
 - Hazardous Material
 - Base Supply
 - Environment
 - FM
 - Ethics
-

Module 1

Authorized & Unauthorized Use



Authorized Uses

- Without exception, shall only be used to pay for **authorized** U.S. gov't purchases
 - Use constitutes expenditure of appropriated funds
 - Includes supplies, equipment and non-personal services (recurring and non-recurring)
 - Up to micro-purchase thresholds (currently \$2.5k)
- Purchases < \$2.5k are exempt from laws & required clauses of CICA, Buy American Act/Economy Act, SCA and SB Set-Aside Program

Non-personal Services

- Recurring
 - Performed at regular intervals
 - Annual demand predictable based on use
(i.e., laundry services)
 - Annual demand based on projected avg. use
(i.e., cellular phone services)
 - GPC may be used up to micro-purchase limit of \$2.5k annually



Non-personal Services (con't)

- Recurring, con't . . .
 - If > \$2.5K annually, it **MUST** be submitted to 61 CONS for purchase
 - Exceptions: Cell Phone & Pager
 - Refer to SAF/AQC guidance dtd 12 Sep 03

Non-personal Services (con't)

- Non-Recurring
 - Involves **one-time** or **irregular services** (i.e. foreign language translation)
 - May be used up to \$2.5K whenever requirement occurs
 - Above micropurchase threshold, may **only** be used as ordering device against BPAs or IDIQ contracts, including GSA
 - Consult IPCPM if clarification is needed

Purchases > \$2.5K

- May be used above \$2.5K **only** to obtain items from **pre-priced** contracts and agreements (BPA, IDIQ, etc.)
- Must receive authorization letter from 61 CONS/CC **prior** to purchase
- May **not exceed \$25k** per transaction
- Must review prices from three (3) contracts or agreements and **select best value item**
- Document review in file

Data Collection Requirements

- Mandatory for all purchases above \$2.5k but less than \$25k
- DFARS 204.670
- Data to 61 CONS/LGCP within three (3) work days of transaction
- Failure to comply will result in suspension of Billing Official authority
- Forms available @ GPC Website

GPC Transaction Data Collection Form
For Purchases Above \$2,500 and Below \$25,000

Please ensure each section is filled out completely, if applicable.

1. Cardholder's Information

Organization: _____
Last Name: _____ First Name: _____ Rank: _____
Duty Ph: _____
GPC Account Number (as I your digit): _____

2. Purchase Information

Vendor: _____ Date of Purchase: _____
Total Amount of Purchase: _____
Type of Purchase: Choose One

3. Vendor Information

(a) Check one of the following below, if none of these apply, proceed to part (b)

☐ Training/Educ ☐ JWOD ☐ UNICOR ☐ DAPS ☐ None: see (b) below

(b) If you do not have a box selected above in (3a), you MUST review prices on at least three contracts/agreements and complete boxes 1-3 below (IAW AFI 64-117 para 2.1.2.3)

	1	2	3
Vendor Name:			
Contact:			
Phone:			
Amount:			
Type of contract:	☐ GSA ☐ BPA ☐ DLA ☐ AFMAY	☐ GSA ☐ BPA ☐ DLA ☐ AFMAY	☐ GSA ☐ BPA ☐ DLA ☐ AFMAY
	☐ OTHER _____	☐ OTHER _____	☐ OTHER _____
Contract#/Exp Date			

4. Business Size Classification

☐ Large Business

☐ Other Government Agency Contract Number: _____

☐ Small Business (check all that applies below)

☐ Small Business/Disadvantaged
☐ Women-Owned
☐ Service-Related (Disabled Veteran-Owned)

☐ Other Veteran-Owned
☐ HubZone Localized
☐ None of the Above

Cardholder or Billing Official Signature _____

Please sign and fax to 61 CONS/LGCP, (210) 282-3482
MUST SUBMIT WITHIN THREE DAYS AFTER PURCHASE
61 CONS/LGCP FAX: 66 MEX 67

Data Collection Information

- Cardholder Information
- Purchase Information
 - Vendor
 - Quotes from 3 sources
 - Type of Contract
 - GSA / Pre-priced Contract # and Expiration Date
- Business Size / Representation

GPC Transaction Data Collection Form
For Purchases Above \$2,500 and Below \$25,000

Please ensure each section is filled out completely, if applicable.

1. Cardholder Information

Organization: _____
 Last Name: _____ First Name: _____ Rank: _____
 Duty Ph: _____
 GPC Account Number (as 10 digit): _____

2. Purchase Information

Vendor: _____ Date of Purchase: _____
 Total Amount of Purchase: _____
 Type of Purchase: Choose One

3. Vendor Information

(a) Check one of the following below, if none of these apply, proceed to part (b)

☐ Training/Educ ☐ JWOD ☐ UNICOR ☐ DAPS ☐ None: see (b) below

(b) If you do not have a box selected above in 3(a), you MUST review prices on at least three contracts/agreements and complete boxes 1-3 below (AWA FFI 6-117 para 2.1.2.3)

	1	2	3
Vendor Name:	_____	_____	_____
Contact:	_____	_____	_____
Phone:	_____	_____	_____
Amount:	_____	_____	_____
Type of contract	☐ GSA ☐ BPA ☐ DLA ☐ AFMAY ☐ OTHER _____	☐ GSA ☐ BPA ☐ DLA ☐ AFMAY ☐ OTHER _____	☐ GSA ☐ BPA ☐ DLA ☐ AFMAY ☐ OTHER _____
Contract#Exp Date	_____	_____	_____

4. Business Size Classification

☐ Large Business
☐ Other Government Agency Contract Number: _____
☐ Small Business (check all that applies below)
☐ Small Disadvantaged ☐ Other Veteran-Owned
☐ Women-Owned ☐ HubZone located
☐ Service-Related Disabled Veteran-Owned ☐ None of the Above

Cardholder or Billing Official Signature _____

Please sign and fax to 81 COMB/LOCP, (310) 883-3483
 MUST SUBMIT WITH THREE DAYS AFTER PURCHASE
 81 COMB/LOCP FAX: 310 883-3483

■ If Section 3(a) does not apply, you **MUST** supply three quotes in section 3(b)

■ Forms that are not completed, will be returned!

AFI 64-117, para

Data Collection Reminders!

- If, after sufficient effort, the data cannot be obtained, **DO NOT** make the purchase
- Data must be collected ~~before~~ purchase can be made
- Failure to provide data on **EACH** transaction will result in suspension of Billing Official purchase authority
- Call us for assistance!!!

Purchases Requiring Authorization

<u>Supplies/ Services</u>	<u>Authorizing Official</u>
Hazardous & Potentially Hazardous Material	61 ABG /LG SDH Ray Russell 3-0121 or Sharie Holland 3-0035
Communications and Computer Equipment and Software, Including Telephone Instruments, Cell Phones, and Expansion Plug-in Cards	Coordinate w/your Communications Manager who will work with 61 CS/SC 3-2132
Medical Items	61 Med Sq/SG SL, 3-3564
Visual Information, Electronic Digital Imaging and Video Equipment and Services	61CS/SCSV, 3-6897

Purchases Requiring Coordination

<u>Supplies/ Services</u>	<u>Authorizing Official</u>
Rental/lease of material handling equipment/fleet motor vehicles	61 ABG/LGT3-2195
Centrally managed XB/XF Items Related to Weapon Systems	Weapon System's Program Director (SPD)
Construction limited to \$2,000 per project	61 ABG/CE (requires an approved AF Form 332, Base Civil Engineer Work Request)
Morale, Welfare and Recreation (MWR) Items	61 SV/CC
Printing, Copying Services, or Copier Services Provided by Commercial Sources	DAPS or Government Printing Office
Purchase of Commercially Printed Business Cards	See AFI 65-601 V1, para 4.36.1.1

Purchases Requiring Authorization

Wireless Services

- Require coordination with 61 CS, LMR section prior to purchase:



- Establishing new accounts
- Upgrading equipment or purchasing new equipment
- Changing service plan



- **DO NOT** pay for services in advance (pay no more frequently than monthly)
- Ensure CH **does not** enter into agreements that obligate the gov't to pay cancellation or early termination fees

Purchases Requiring Authorization

Business Cards

- May be purchased from Lighthouse for Blind through DAPS, if:
 - Cost is same or less than private card stock created on a personal computer
 - Written approval from a General Officer or SES
 - Recruiters authorized commercial sources without restrictions above





Unauthorized Uses



- Cash Advances
 - Includes money orders, travelers checks, gift certificates and “middleman” payment such as PayPal
- Travel Related Purchases
- Rental or Lease of Land or Building > 30 days
- Aviation, Diesel or Gasoline Fuel or Oil
- Repair of GSA-Leased Vehicles
- Telecommunication Systems
- Explosives, Munitions, Toxins, and Firearms



Unauthorized Uses



- Personal Services
 - Consultants directly under Government supervision, temporary office help
- Utility Services
- Purchases requiring advance payment
 - Exceptions: subscriptions and training purchased on a DD Form 1556
- Purchases from Government employees
- Classified and Sensitive Items
- Construction > \$2,000



Unauthorized Uses

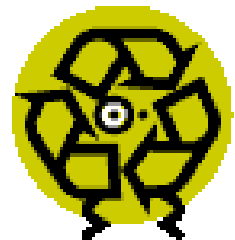


- Gifts (i.e., retirements, farewells)
 - Includes food/beverages, promotional items for conferences, meetings, symposia, and cash incentive awards
 - U.S. flags for gift presentation may be purchased w/unit funds for **military** retirees only
- Entertainment
 - Party supplies, serving material, food and drink; unless specifically authorized by law

Use of EPA Designated Items

Use required to maximum extent practicable without jeopardizing the intended use of the item

- List of EPA Guidelines available from 61 ABG/CEV
- Items include paper and paper products, vehicular, construction, transportation, park and recreation, landscaping and non-paper office products



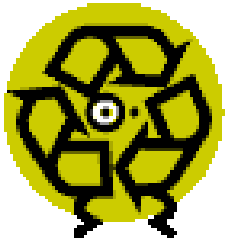
Use of EPA Designated Items (con't)

Acquisition of EPA-designated items that do not meet the EPA minimum recovered material standards must:

- Be approved by the cardholder's commander or equivalent
- Compliance w/Affirmative Procurement EO 13101) is required at all dollar levels
- For any purchase above \$2,5k, have on file a written determination based upon one of the following reasons for exemption from recovered material standards:

Use of EPA Designated Items (con't)

Standards (con't) ...



- EPA-recommended recovered content standards are not available within a reasonable period of time
- Items are only available at unreasonable price. Include sufficient information to support price decision.
- Items are not available from sufficient number of sources to maintain a satisfactory level of competition. Include list of sources queried
- Items based upon technical verification fail to meet performance standards or specifications

Education, Training & Tuition Assistance

- GPC may be used by training and education office personnel
- May purchase government, non-government and/or off-the-shelf (OTS) training using own unit funds up to \$25k
- Must be authorized the higher dollar limit by their IPCPM;
- Must have an approved DD Fm 1556 Education and Training Office **PRIOR** to making the purchase and;

Education, Training & Tuition Assistance (con't)

- Must follow guidance contained in AFI 64-117 and issued by HQ USAF/DPDE
- Off-The-Shelf-Training (OTS)
 - Training products/services **regularly available** to the **general public** and/or **government personnel**
 - Includes training offered in catalogs or other printed materials by a college, university, professional association, consultant firm or organization

Education, Training & Tuition Assistance (con't)

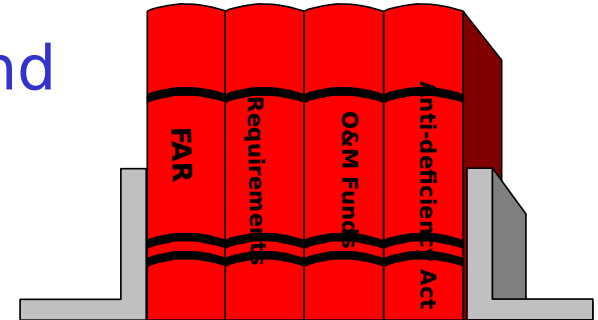
- Does not include training **specifically developed, designed, or produced to meet a requirement unique to an organization and/or program**
- An AF Form 9, *Request for Purchase*, submitted to 61 CONS/LGCP, is the proper document to purchase training designed specifically to meet a requirement particular to the organization.

Accountability of Property

- For equipment items equal to or under \$2,5k, accountability is the responsibility of unit commander
- Unit commanders must establish a locally devised program that provides visibility and audit trail capability
 - May include use of hand receipts and spreadsheets
- Computer equipment and software must be accounted for IAW AFI 33-101 (Communications and Information Management Guidance and Responsibilities)

Standard Procurement Rules

- Federal Acquisition Regulation and Anti-deficiency Act
 - FAR Part 32.702
 - No officer or employee of the Government may create or authorize an obligation in excess of the funds available, or in advance of appropriations (Anti-Deficiency Act, 31 U.S.C. 1341), unless otherwise authorized by law.
 - **Splitting Requirements is PROHIBITED!!**
 - Cardholders are prohibited from making repeat buys of the same item to avoid the \$2,500 limitation for purchasing and the \$25,000 limitation for ordering ...



Mandatory Sources

Supplies

- Activity Inventories
- FPI (UNICOR) > \$2,500
- JWOD (NIB / NISH)
- AFWAY
(All IT requirements)
- Wholesale Supply - GSA
- Federal Supply Schedules
- Other sources not listed above
(Only applies < \$2.5k)

Services

- DAPS (for printing services)
- JWOD (NIB / NISH)
- FSS/GSA
- FPI (UNICOR)
- Other sources not listed above (Only applies < \$2.5k)

Federal Prison Industries (UNICOR)

- FPI clearance / waiver **NOT** required for orders totaling \$2.5k or less
- If order is > \$2.5k but < \$25k, and purchase will be made from other than UNICOR
 - You must obtain a:
 - (1) UNICOR waiver, or
 - (2) CO written “Determination of Non-comparability”
 - Always try to obtain a UNICOR waiver via online
 - If a waiver is not granted, submit purchase information to 61 CONS for CO written “Determination of Non-comparability”

Federal Prison Industries (UNICOR) (con't)

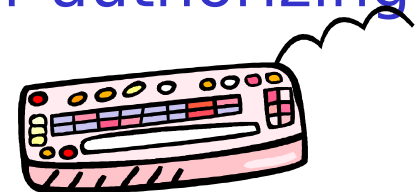
CO written Determination of Non-comparability

- Forward the following to 61 CONS/LGCP prior to purchase
 - Quantity, description of item (s), unit price and delivery from at least three sources
 - If applicable, provide a brief description why the UNICOR product is not comparable
- CO will either issue a written **Determination of Non-Comparability of Selected UNICOR Products** or disapprove the request in writing

AFWAY

Mandatory for all IT requirements

- Includes, but is not limited to, personal computers, servers, peripherals, laptops software and network devices
- All orders must be processed via AFWAY
- All quotes must be received through AFWAY
- You may not purchase a product directly from a vendor if you do not have a waiver authorizing such a purchase



AFWAY (con't)

- Cardholders shall review the catalogs or pricelists of at least three schedule contractors for all AFWay orders exceeding \$2,500
 - Select items that indicate BPA or OTHER in the Solution Type field

☐ **MPC** F01620-01-A-8008-EBB 3/15/2004 10:53:57 AM RESPONSE FROM VENDOR

Solution Expiration Date: 4/18/2004

Vendor Part Number: 9185421 **OEM:** MICRON

OEM Part Number: 9185421 **Product Category:** COMPUTERS > NOTEBOOK COMPUTERS > PROCESSOR

Description: PLEASE SEE ATTACHED QUOTE.

• **Unit Of Issue:** RFQ **Quantity:** 50 **Maximum Quantity:** 100

• **Solution Type:** BPA **BPA Price:** \$2,012.00 **RFQ Price:** \$2,012.00

• **Subtotal:** \$100,600.00

AFWAY (con't)

- AFWay Waivers
 - Desktops and/or notebooks
 - Requests must be submitted to HQ AFSPC for approval
 - The local CSO no longer has authority to grant such waivers
 - IT products other than desktops or notebooks
 - Requests must be submitted to the CSO, 61 CS/CC, via this office, 61 CS/SCXP, for approval

The electronic waiver provided via the AFWay website does not constitute approval to purchase from sources other than AFWay sources!

AAFES & NAFI

- These sources are **not mandatory or preferred** in any respect
 - Should be considered after applying good judgment and “best value”
 - Use GPC only for purchases authorized with appropriated funds
-

SUMMARY

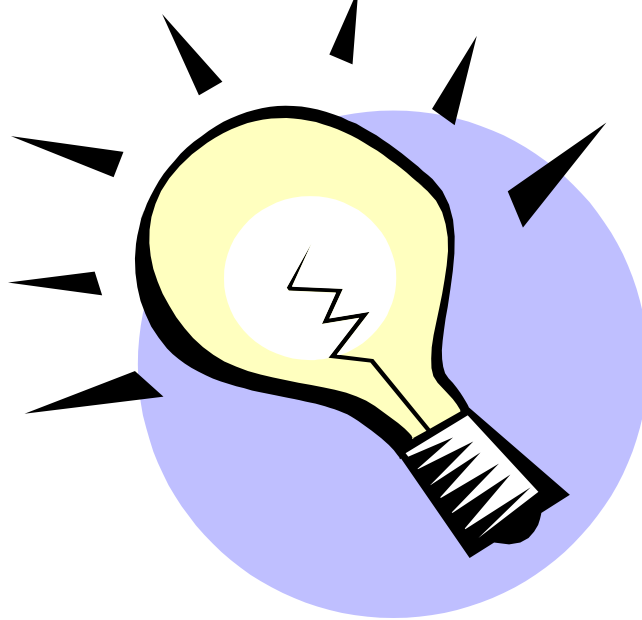
- Authorized, Require Authorization, Unauthorized
 - Standard Procurement Rules
 - **Splitting Requirements is PROHIBITED!**
 - Purchase Limits (< \$2.5k & > \$2.5k)
 - Priority of Sources
-

END OF MODULE 1



Module 2

Responsibilities & Procedures



Responsibilities

Installation Commander
61 ABG/CC

GPC Program Manager
61 CONS/LGCP

Billing Official
(Primary and Alternate)

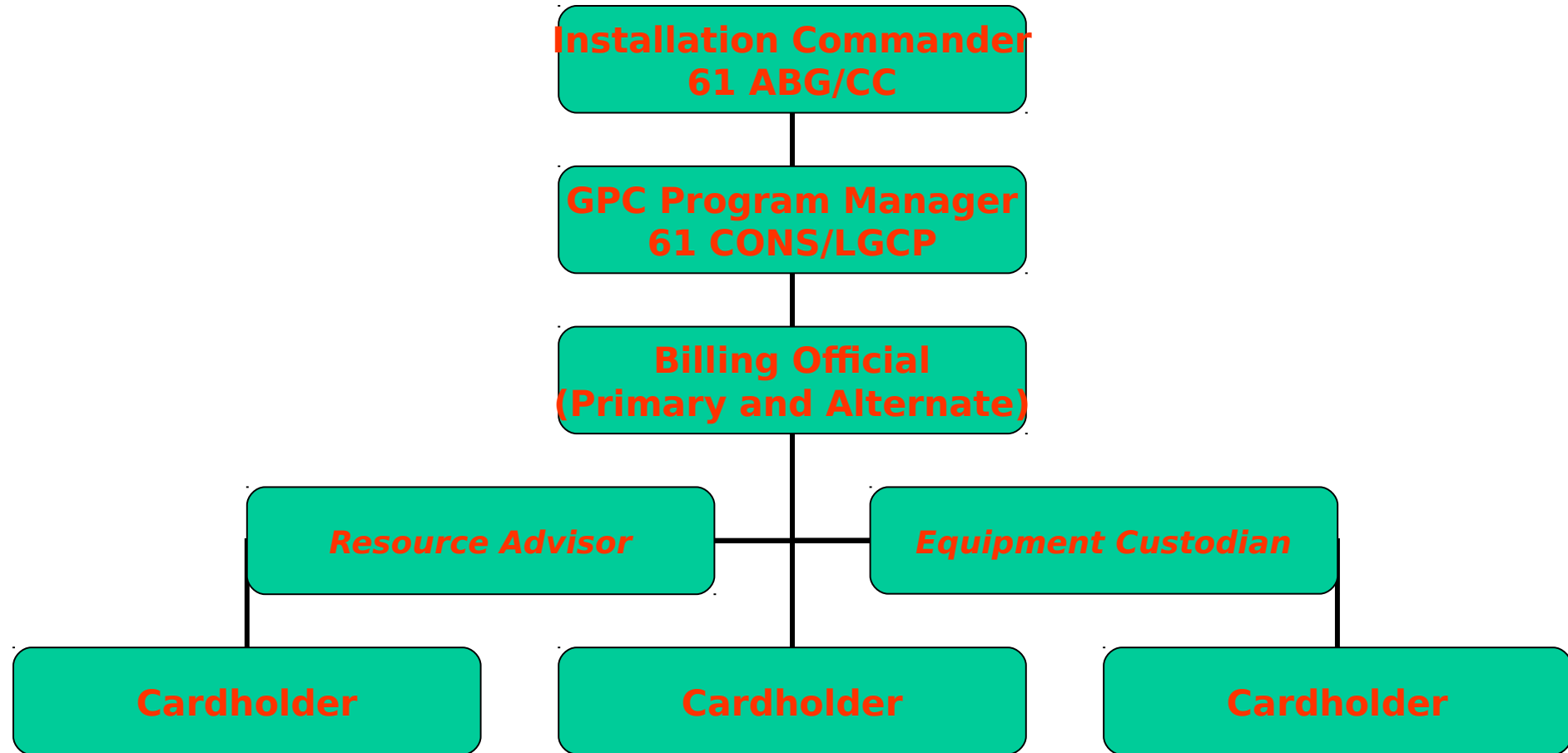
Resource Advisor

Equipment Custodian

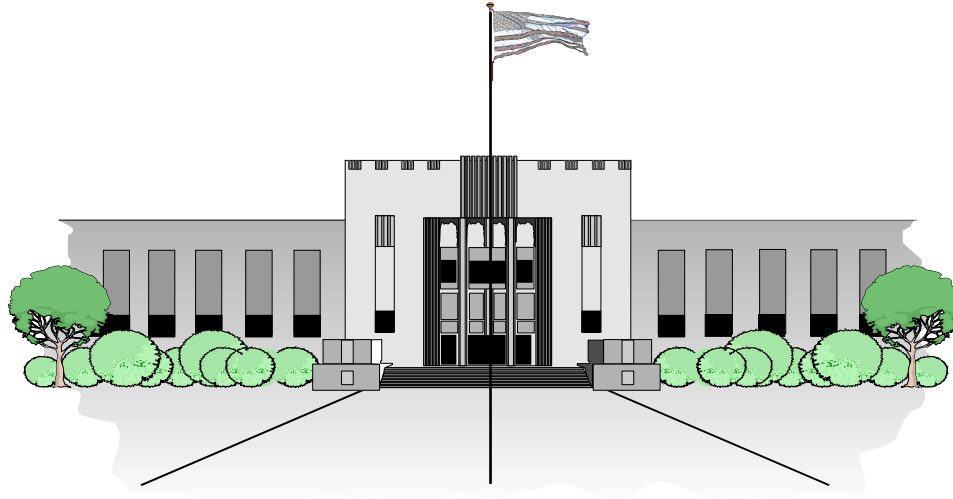
Cardholder

Cardholder

Cardholder



Installation Commander



- 61 ABG/CC
- Overall responsibility for program
- Can suspend or terminate privileges
- Authorized to discipline participants

GPC Program Managers

- Primary point of contact w / US Bank for all GPC business associated w / the installation
- Provide mandatory training
- Issue Delegations of Contracting Authority
- Ensure that a certified funding document exists before requesting card issue

GPC Program Managers (con't)

- Conduct Surveillance
- Identify Violations of AFI 64-117 Procedures



Billing Officials

- Must have an Alternate appointed
- Conducts semi-annual verification of card custody
- Conducts 100% review of accounts:
 - New cardholder files within first 90 days
 - Convenience check writer files every quarter
 - Cardholder files every 12-months

Billing Officials (con't)

- **Promptly** notifies IPCPM of Account Cancellations
- Ensures that CH submits Data Collection Form to 61 CONS/LGCP within 3 days of transactions >\$2.5k < \$25k
- Approves/Certifies accounts in C.A.R.E. NLT the next billing cycle (on or around 25th of each month)
- Reports Lost of Stolen Cards

Cardholders

- **ONLY** person authorized to use GPC
- May only use for authorized U.S. Government purchases in compliance w/applicable regulations
- May **NOT** split requirements to meet Single Purchase Limit (SPL)
- Must **NOT** make purchases over \$2.5k, unless specifically delegated that authority

Cardholders (con't)

- Must **NOT** pay state or local sales tax
- Over the counter purchases must be available within one billing cycle, subscriptions excepted
- Item must be received or service completed before item appears on statement
- Split shipment allowed if:
 - All items arrive in one billing cycle, or;
 - Vendor will hold invoicing until all items have been shipped

Cardholders (con't)

- Approves individual transactions and entire statement **NLT 15-days after the billing cycle ends**
 - Billing cycle ends on or around 25th of each month
- Surrender card to the Billing Official at least **30 days prior to departure** (retirement, change jobs, PCS, etc.)

Regulatory Requirements & Policies

Spending Limits

- Single Purchase CREDIT Limit
 - Monthly/Cycle CREDIT Limit
 - How much a cardholder can spend during a month/cycle
 - Quarterly CREDIT Limit
 - How much a cardholder can spend during any ONE transaction
 - How much ACTUAL money there is to spend
 - BO is responsible to ensure there are funds and that each cardholder knows how much they can spend
- **Billing Officials MUST ensure they know how much money is on the AF Form 4009 and let each cardholder know how much they can spend**

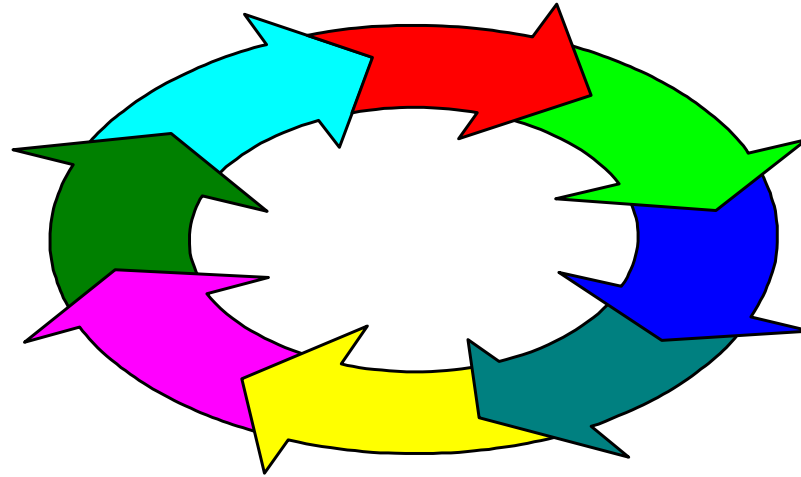
Regulatory Requirements & Policies (con't)

Competition

- Micro-purchases
 - FAR 13.106-1(A)(2) & (3)
 - May be awarded without soliciting competitive quotes if price is considered reasonable
 - Verify price reasonableness
- Purchases above the Micro-purchase Threshold
 - May only use **pre-priced** instruments
 - Must compare prices of at least **three** instruments with **same or similar** type items

Regulatory Requirements & Policies (con't)

Rotation of Sources



- FAR Requirement 13.106
- Avoids Appearance of Favoritism

Regulatory Requirements & Policies (con't)

Tax Exempt



- Notify vendor of tax exempt status
- If merchant questions status or asks for the tax exempt number, contact IPCPM for assistance
- Verify No Sales Tax was included

Regulatory Requirements & Policies (con't)

Contracts with Government Employees



- Do Not Knowingly Purchase from Government Employees
- FAR 3.601 – Contracts with Government employees or organizations owned or controlled by them

Regulatory Requirements & Policies (con't)

Delivery



Preference is have items shipped FREE ON BOARD (FOB) “DESTINATION”

Regulatory Requirements & Policies (con't)

IMPAC Rebates

- Issued by US Bank as a result of actual spending and timely payment of our monthly GPC bill
- US Bank issues a check to the US Treasury for IMPAC Rebates on a quarterly basis
- Do not include these rebates in your funds (as a credit) as they are not credited to your account
- NEVER dispute and IMPAC Rebate

Regulatory Requirements & Policies (con't)

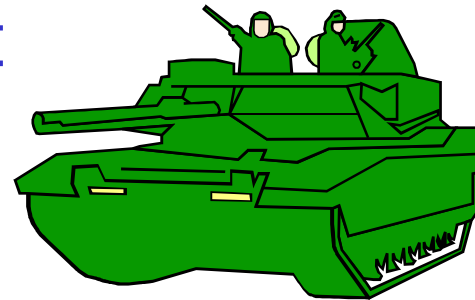
Recovered Materials

- Resource Conservation and Recovery Act and Solid Waste Disposal Act
- List of Items available from CEV
 - Paper and paper products
 - Construction and transportation products
 - Park and recreation products
 - Landscaping products & non-paper office products

Contingency / Exercise Operations

Cardholders may continue to use their cards when deployed **ONLY IF:**

- Short duration (less than 30 days) and unit funds will be used
- B/O remains the same
- No delays in review and verification of monthly statement



Contingency / Exercise Operations (con't)

- Coordination's are not required if not co-located with servicing organization except for:
 - Purchases of HAZMAT (2.2.1.)
 - Purchases of weapon systems parts (2.2.9.)
- Prohibited purchases also contingency operations



Contingency Contracting Officers

- Warranted Contingency Contracting Officers (CCO's) may use the GPC as a payment method up to the limit on their warrant to cover written orders
 - If internet capability is available, CH will reconcile as usual
 - Otherwise, the CH will coordinate with the BO and the BO will reconcile all transactions on behalf of the CH
-

Contingency Contracting Officers (con't)

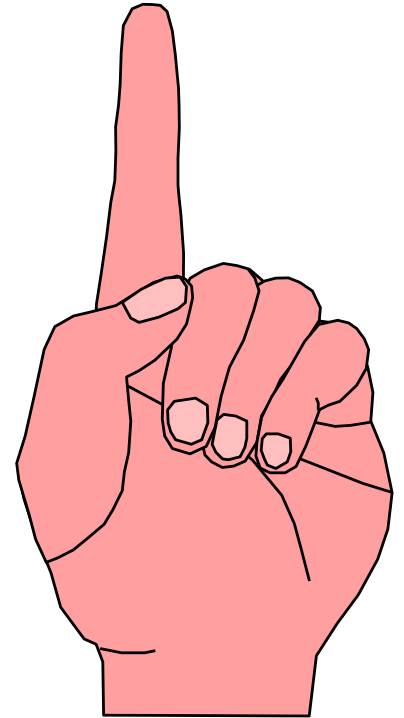
- A single purchase limit up to \$200,000 may be established for open market purchases in support of a Joint Chiefs of Staff declared contingency operation:
 - Provided the purchase is made outside the U.S.
from a vendor located outside of the U.S.,
 - For use outside the U.S. **and**
 - GPC is used in the same manner as a SF 44 Purchase Order-Invoice -Voucher

SUMMARY

- Definitions
 - Individual Functional Responsibilities – Section 4 of AFI 64-117, 06 Dec 02
 - Regulatory Requirements and Program Policies
-

QUICK REMINDERS

- Don't **Split** Requirements
- Maintain Transaction Log
- Do Not Permit **ANYONE** to Use Your Card

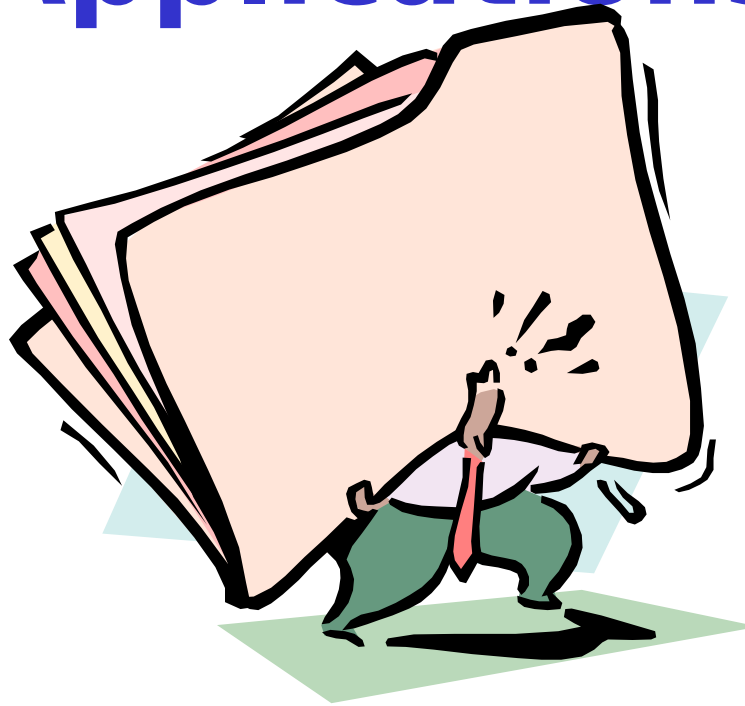


END OF MODULE 2



Module 3

Processes and Practical Applications



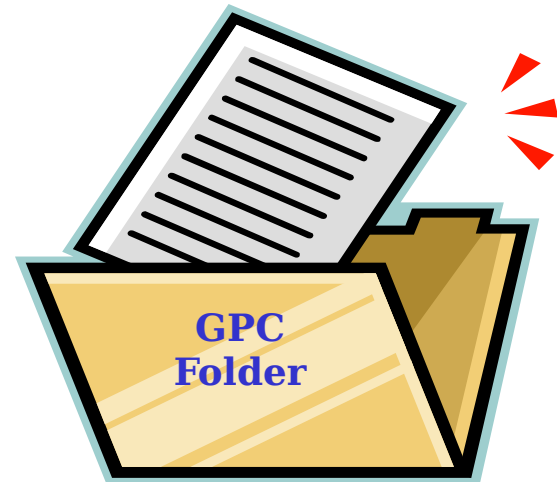
GPC PURCHASE PROCESS

- (1) Determine there is a *need*
- (2) Check supply centers
- (3) Is it \$2,500 or less?
- (4) Verify funds are available
- (5) Verify that purchase is authorized IAW AFI 64-117, para 2.1
- (6) Is item/service already covered under contract/warranty?
- (7) If applicable, obtain required approvals IAW AFI 64-117, para 2.2



GPC PURCHASE PROCESS

- (8) Obtain quote from the vendor & determine price reasonableness
- (9) Document proof of purchase
- (10) Retain documentation for reconciliation



ELECTRONIC LOG IN C.A.R.E

- Log-in to C.A.R.E.
- At least **WEEKLY** -- check if any transactions posted
- Transaction tab lists all transactions posted for the billing cycle
 - Click Log Detail & Log Line Item Detail tabs
 - Complete all applicable fields

ELECTRONIC LOG IN C.A.R.E (con't)

- Three step process:
 - Cardholder maintains log in C.A.R.E.
 - Cardholder or Billing Official approves individual transaction(s)
 - Cardholder and/or Billing Official approves entire statement

Don't wait until the end of the billing cycle!!!

ELECTRONIC LOG IN C.A.R.E (con't)

- DEADLINES:
 - Cardholders have 15 calendar days after end of billing cycle to approve transactions and monthly statement
 - Billing Officials have 30 calendar days after end of billing cycle to approve/certify monthly statement

Don't wait until the last minute to approve your account!!

RECONCILE YOUR ACCOUNT

CARDHOLDERS

- Review transactions in C.A.R.E. for accuracy
 - Complete **Log Detail AND Log Line Item Detail tabs** and approve transaction
 - Retain documentation (quotes, contacts, etc.) for 3 fiscal years
 - If problem, follow Problem Resolution steps
 - Approve statement via C.A.R.E. and notify your Billing Official of completion
-

RECONCILE YOUR ACCOUNT (con't)

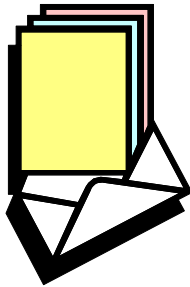
BILLING OFFICIAL

- B/O verifies transactions are mission essential and IAW procedures
- B/O certifies statement via C.A.R.E



PROBLEM RESOLUTION

- Cardholder should resolve w/ vendor
- If unsuccessful, dispute via C.A.R.E. (NLT 60 days after the transaction date)
- Review “Status of Disputed Transactions” in C.A.R.E.



LOOK!



PROBLEM RESOLUTION (con't)

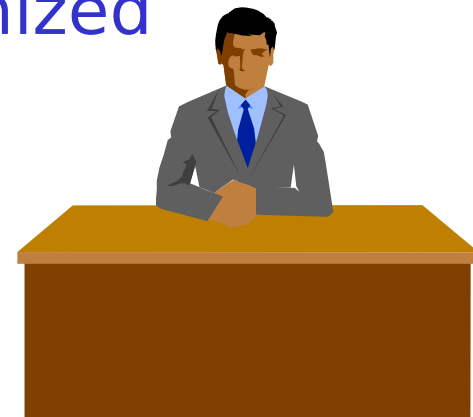
REASONS TO DISPUTE

- Unauthorized or Erroneous Charges – IMMEDIATE
 - Non-receipt of item – 45 days after receipt of statement, but NLT 60 days
 - Disputes must be resolved between the CH, Vendor and Credit Card Co.
 - Accounting Adjustments will be made for an approved dispute
-

PROBLEM RESOLUTION (con't)

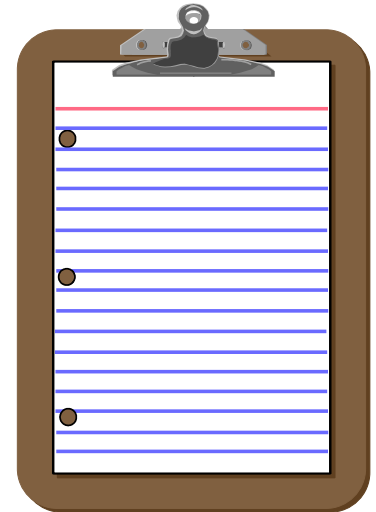
EXAMPLES OF PROBLEMS

- Merchandise / Service Not Received
- Merchandise Returned and Credit Not Received
- Unauthorized Order, Duplicate Processing, Alternation of Amount or Unrecognized Charge
- Sales Tax or Transportation Costs
- Defective Items



ORDER FOR RECORDS

- 1. Appointment/Delegation of Authority Letters**
- 2. Training Certificates**
- 3. Funding Documents**
- 4. Source Documents (Requests)**
- 5. Transaction Information**
 - **Vendor's Bill**
 - **Shipping Documents**
 - **Credits**
 - **Required Approvals (letters/e-mails)**
 - **Internal Coordination**
- 6. Dispute Documents**





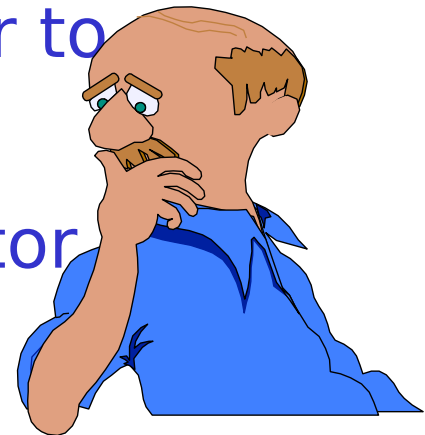
LOST / STOLEN CARDS

- Immediately notify the Bank, the Billing Official and IPCPM. B/O must send report to IPCPM within **five (5) days** with following:
 - GPC Number and the Cardholder's name
 - Date Credit Card Company Notified the purchase made on that date
 - Any other pertinent information
- Replacement within 24 hours (Mon-Fri)
 - If original is found, destroy and give to B/O
 - Notify IPCPM immediately!

VIOLATIONS / REMEDIES

WHEN A VIOLATION IS DISCOVERED OR RECURRING

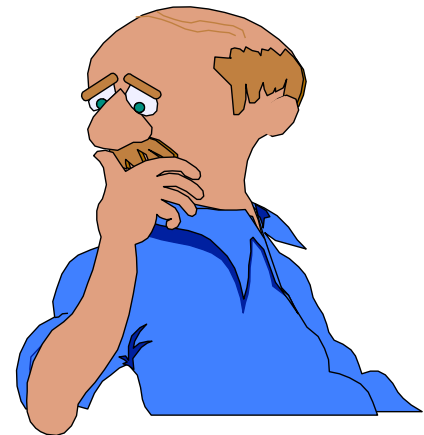
- Issuance of Violation Letter Only
- Authority to use GPC is withdrawn for 7, 14 or 30 days
- MUST attend remedial training prior to reactivation
- Notification of commander or director
- Possible notification of OSI



VIOLATIONS / REMEDIES (con't)

SEVERE OR ADDITIONAL VIOLATIONS THAT OCCUR

- Revocation of card
- Notification of commander or director
- Possible notification of OSI



VIOLATIONS / REMEDIES (con't)

Examples of Violations

- Insufficient funds
- Splitting requirements
- Unauthorized purchase
- Required approvals not obtained
- Failure to use mandatory source
- Exceeding the Single Purchase Limit
- Repeated purchased w/same vendor
- Transaction taxed
- Improper purchase



SUMMARY

- GPC Processes
 - C.A.R.E.
 - Reconciling your account
 - Problem Resolutions
 - Lost or Stolen Cards
 - Violations and Remedies
-

END OF MODULE 3



REVIEW

- Ensure purchase is authorized
- Ensure money is certified on the AF Form 4009
 - Only cardholder is authorized to use their card
 - Government purchases are TAX-EXEMPT
 - Maximize competition:
 - Ensure that you attempt to rotate sources
 - Ensure you obtain fair and reasonable prices
 - Rebates are to be made payable to the USAF

REVIEW (con't)

- Is item/service available from mandatory sources
 - Shipping cost should be Free On Board (F.O.B.) Destination
 - Vendor pays the shipping
 - Document Transaction Log in C.A.R.E.
 - Reconcile Monthly!!!!
 - Each cardholder must have a Delegation Letter of Authority and Statement of Training on file
-

REVIEW (con't)

- During contingency or deployment, do NOT use GPC unless authorized by the IPCPM prior to departure
 - Contact SMC/JA regarding any ethics questions surrounding purchasing for the government.
 - Remember go to them BEFORE there is a problem
-

SOURCES FOR ASSISTANCE

Defense Logistic Agency (DLA) www.dla.mil

UNICOR www.unicor.gov

JWOD www.jwod.com

AFWay <https://afway.af.mil>

GSA Global Supply <https://www.gsaglobalsupply.gsa.gov>

GSA Advantage <http://www.gsaadvantage.gov/>

SOURCES FOR ASSISTANCE (con't)

Forms and Publications www.e-publishing.af.mil/

DAPS <http://www.daps.dla.mil>

Government Printing Ofc www.gpoaccess.gov/index.html

DoD Purchase Card Program
<http://purchasecard.saalt.army.mil/>

C.A.R.E. Web Based Training <https://wbt.care.usbank.com>

US Bank - C.A.R.E. (log-in) <https://care.usbank.com/>

DoD GPC Tutorial <http://clc.dau.mil>

SOURCES FOR ASSISTANCE (con't)

EPA Websites

- EPA's Comprehensive Procurement Guideline (CPG) Product Fact Sheet
 - <http://www.epa.gov/cpg/factsheets.htm>
- Federal Biobased Products
 - <http://www.usda-biobasedproducts.net/public/categories.cfm>

REFERENCES

AFI 65-601 V1

- Appliances and Furnishings for Work Break Areas (Para.4.40)
 - Approving Honoraria and Speaking Fees (Para.4.9)
 - Awards and Gifts (Para.4.29)
 - Bottled Drinking Water (Para.4.45)
 - Business Cards (Para.4.36.1.1. and AFI 64-117, Para.2.2.14)
 - Change of Command Ceremonies (Para.4.27.2)
 - Entertainment (food, drink, music, etc) (Para.4.28)
 - Ethnic and Holiday Observances (Para.4.26)
 - Graduations (Para.4.27.3)
 - Issue of Enlisted Grade Insignia (Para.10.55.4 & 10.55.5)
 - Membership in Professional / Civic Organizations (Para.4.44 and 4.44.1)
 - Microwaves/Refrigerators (Para.4.40)
-

REFERENCES

AFI 65-601 V1 (con't)

- Plaques (Para.4.29.2)
- Print for Invitations/Programs for Military/Civilian Retirement (Para.4.54.3 & OSD (DA&M) 28 Aug 98 policy Memorandum)
- Refreshments at Award Ceremonies (Para.4.31)
- Registration Fees for Meetings and Conferences (Para.4.42)
- Special Uniforms (i.e., desert BDUs, Flight Suits) (Para.10.55.7 & AFMAN 23-110 V2, Sec 23C)
- Squadron Coins (Para.4.29.2)
- Traditional Ceremonies (does not include retirement) (Para.4.27)
- US Flag for Military Retirees (Para.4.54)

AFI 64-117

- Training Req for DD Fm 1556 (Para. 2.11.2 and AFI 36-401)
-

QUESTIONS / DISCUSSION

If all else fails...
read AFI 64-117
or ask us for
assistance!!!



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